

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: September 24, 2018
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams, and Valerie Wright

Absent: None

CALL TO ORDER:

President VanderRoest called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Recognition of Joan Van Zoeren

Discussion: Director Wieber stated that the library would like to recognize Joan Van Zoeren, who had recently passed away, for her years of service to the Kalamazoo Public Library Board of Trustees. He then invited President VanderRoest to share some information about her.

President VanderRoest stated that J. Van Zoeren was a member of the inaugural Board of Trustees, convened in 1990, and was formally elected to the Board the following year. She served several terms as Board President, and was a good representative of the community, was very public minded, and never shy about sharing her opinions.

L. Godfrey agreed and stated that she has always thought of J. Van Zoeren as a jokester after an occasion in which she suggested to L. Godfrey that service on the Board of Trustees was not, in fact, a lifetime appointment and L. Godfrey should not think of it that way. L. Godfrey stated J. Van Zoeren was very dedicated and chaired the millage committee in 1995 which enabled the library to undertake the Capital Plan leading to the renovation of all library facilities. She stated that J. Van Zoeren's community connections served the library very well in that effort.

President VanderRoest then stated J. Van Zoeren always thought the Board of Trustees should function as a team and would occasionally host the Board for dinners at her home. He then asked R. Brown if he had anything to add.

R. Brown stated she was a formidable woman, practical, and was a very strong contributor to the KPL Board of Trustees in its early days. He said that he learned a lot by watching her serve on the Board.

President VanderRoest stated that she was a diehard Chicago Cubs fan, something they had in common. He recalled that she had the honor of meeting Ernie Banks at one point.

Director Wieber stated the library has added a pair of books to the Children's collection at Central Library in Joan's memory. On the advice of Youth Services staff, we have selected *A Big Moon Cake for Little Star* by Grace Lynn, and *The Day you Begin* by Jacqueline Woodson.

He stated that while he did not personally know Joan, he had certainly heard a lot about her and felt it was understood that Kalamazoo Public Library would not be as successful today if not for her leadership and influence.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of August 27, 2018.*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending August 31, 2018.*

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the month ending August 31, 2018.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2018.

Discussion: Director Wieber stated that county penal fine revenue had been received. It totaled approximately \$139,000, which was about 8-10 percent less than budgeted. While these funds were due in the previous fiscal year, the library received two checks from the county, one near the end of the 17-18 fiscal year, and one just recently. He stated that seems to be the case across the state, with some libraries being affected more than others, depending on the degree to which they rely on penal fines for operating costs.

Nnamdi Dike, Head of Finance and Budget, stated that the total amount expected to be received has been revised downwards over the last several years, and was adjusted similarly at mid-year during the last fiscal year.

President VanderRoest stated he had heard that judges seem to be more frequently waiving fines and penalties which has been a cause of penal fine revenue trending down in recent years.

Director Wieber stated that spending within the Capital Improvement Plan totaled \$22,105 this month. He then reported that the auditors were on site for four days the week previous and congratulated N. Dike, Patti Dooley, and Charlene LaGrone in the Business Office for a year of good work in preparing for this year's audit. He stated the Finance & Budget Committee would be meeting by October 10th to review the results of the audit, with a plan to present to the full board at the October meeting.

MOTION CARRIED 7-0.**V. REPORTS AND RECOMMENDATIONS**REPORTS:*A. Downtown Kalamazoo Economic Growth Authority – Andrew Haan, DKI*

Report: Director Wieber introduced Andrew Haan from Downtown Kalamazoo Incorporated. A. Haan stated he has served as the President of DKI for approximately a year and a half. He stated that a large portion of his time has been dedicated to the restructure of the internal workings of DKI, but also planning for the implementation of a new Downtown Economic Growth Authority (DEGA). He then introduced Jennifer Jelenek, Vice President of Business Development, Finance Director Deb Hausmann, and Jeff Chamberlain, Deputy City Manager.

He stated J. Jelenek would be taking the lead on the presentation. J. Jelenek stated there are three primary objectives associated with the creation of the DEGA: Replacing and resetting the existing downtown development authority TIF structure, implementing a handful of boundary modifications, and allowing access to additional state aid dollars.

She stated that DKI was created in the 1980s as a coordinating body for downtown development, and gave a brief history of some of the projects undertaken since then, including the Arcadia Festival Site, downtown parking oversight, and general sanitation and maintenance.

Regarding the DEGA boundaries, J. Jelenek stated that the boundaries would largely be the same as those adopted in the 1980s with a handful of additions. Over the years, the taxes captured by the downtown Tax Increment Financing (TIF) structure has declined due to the changing commercial and industrial landscape of Kalamazoo.

She stated that there have been a number of studies and plans conducted in recent memory that identified community aspirations for downtown Kalamazoo, including the Imagine 2025 Campaign and a study undertaken by the Upjohn Institute. Some of the key needs identified in those studies included downtown networking, marketing, and arts & events. Concerning potential infrastructure investments in downtown, she listed: safe and inviting streetscapes, bicycle amenities, rethinking the status of the major state highways that run through downtown, walkability, accessibility, connectivity, snowmelt expansion, wayfinding, increased parking options, inviting everyday public spaces, enhanced public art, all-season accessibility, downtown ambassadors, and creating a welcoming atmosphere.

She said these types of improvements would essentially constitute phase one of a two-phase project. The second phase will create a business improvement district, which would focus on services tailored to businesses, including retention, marketing, and expanding the number of events held downtown to support businesses. A. Haan stated that this district would be directly influenced by assessments conducted by the business community of downtown Kalamazoo.

Returning to the topic of boundaries, A. Haan stated there would be a handful of proposed revisions to the current TIF boundaries within the new DEGA, the most significant of which is the corridor extending along Stadium Drive towards the WMU campus. The primary purpose of that extension is to remove barriers to students visiting downtown Kalamazoo, and enhancing the pedestrian connections between WMU and downtown. He drew attention to a map which

detailed that expansion as well as a handful of other modifications including the withdrawal of the Zoetis complex from the tax capture authority.

J. Jelenek then explained some of the estimated tax capture forecasts for the coming years, and reminded Trustees that KPL has the opportunity to opt out of the tax capture district altogether if they so choose. She then explained that the State of Michigan, through the DEGA, would be able to match up to 100% of the tax revenue dollars that are not able to be captured, such as those stemming from public schools millages – a similar structure to that allowed by Brownfield Redevelopment Authorities.

A. Haan then explained plans to facilitate the transfer of responsibility over Park St., Westnedge Ave., Kalamazoo Ave., and Michigan Ave. as they flow through downtown. Currently operated as state highways, there are certain limitations associated with what can be done to improve them. He stated that DKI is currently speaking with the Michigan Department of Transportation to ascertain the feasibility of those roads reverting to city ownership.

J. Jelenek then explained the status of the DEGA, stating that as a next step, a proposal would go before the City Commission for approval on October 15th. On October 1st, DKI will invite community members to serve on a coalition to assist in restructuring their organization.

Discussion: L. Godfrey asked what impact the library opting out of the DEGA would have upon DKI's plans for downtown. A. Haan stated it would be difficult to determine with any specificity, but it may have implications for DKI's request for matching funds from the State of Michigan. He stated that request will likely be better received in Lansing if all the taxable entities, including those who may elect to opt out, stand together in support of the DEGA.

L. Godfrey then asked for clarification concerning the nature of those state funds. A. Haan stated it was largely State Education Tax and local school millages. If approved, the state would calculate the total that would be captured from those sources otherwise and then disperse funds in that amount to the City of Kalamazoo.

L. Godfrey asked whether it made sense to specifically pursue this path prior to the elections in November. A. Haan stated it seemed like a wise move to do in advance of turnover in Lansing.

Disposition: Trustees thanked A. Haan and J. Jelenek for their report.

B. Antiracism Transformation Team – Caitlin Hoag, Matt Smith, and Jermaine Jackson

Report: Director Wieber introduced Caitlin Hoag, Matt Smith, and Jermaine Jackson, members of the Kalamazoo Public Library Antiracism Transformation Team (ARTT). They began their report by handing out a report detailing efforts and initiatives undertaken by the ARTT over the previous year and some overarching goals the team has been working towards since they officially formed, approximately eight years ago.

M. Smith highlighted consideration of staffing, collections, and programming as primary areas of interest to the ARTT. He reported that within the last four years, the number of African American librarians, library assistants, and administrators has risen. The number of Asian American librarians and other staff has risen as well. He reported that library has lost a number

of Latinx staff over that same period, as well as women at the administrative level. In terms of collections, M. Smith highlighted the KPL Social Justice Collection, which consists of 1,168 items currently.

Concerning long-term goals, M. Smith drew attention to the idea of normalizing antiracism within the culture of KPL. Examples of progress toward that goal include Teen Services partnering with the Truth, Racial Healing & Transformation (TRHT) group from the Kalamazoo Community Foundation, the regular gathering of staff to view webinars on the topic of antiracism within libraries, promoting antiracist PLA programs, reducing barriers to computer access, instituting free faxing services, examining KPL catalog computer interfaces through an ableism lens, and partnering with Kalamazoo Public Schools to promote librarianship as a profession to students of color.

C. Hoag stated that over the last year, ARTT achievements include hosting the half-day PLA preconference entitled “Transformation Not Trend” which was attended by over 100 librarians from all over the country. She then drew attention to some of the positive feedback provided by attendees of that preconference, which was included in the report they had distributed.

She then stated that the KPL ARTT had been active in assisting the Kalamazoo Community Foundation grow their own Antiracism Transformation Team, through information sharing, best practice discussions, and caucusing opportunities. Similarly, the ARTT participated in the ONEplace Equity Series during the month of August to discuss the steps to take in creating an ARTT.

She reported that since January of this year, the library has been hosting monthly regional antiracist identity caucusing opportunities in partnership with ERACCE. She stated it has proved to be a valuable opportunity to create antiracism collective work through the understanding and confrontation of internalized racial superiority and inferiority, working in groups, through exploration of a specific question.

J. Jackson stated he is excited for an upcoming service that will soon be available at all KPL locations called “All-In”. The service consists of a kit of materials including books, toys, and associated teaching material designed to assist young children resist bias. The kits will come in a bag and can be circulated. J. Jackson stated that Bill Caskey, Lead Children’s Librarian has been leading the efforts to bring this service to KPL.

He also reported that the KPL ARTT has been approached by the Air Zoo to begin a conversation about starting their own Antiracism Transformation Team.

Concerning efforts at the Alma Powell Branch Library, he reported that a recent exhibit concerning *The Immortal Life of Henrietta Lacks* was very successful. The Reading Race book group, formed as a partnership with the Society for History and Racial Equity, continues to be popular and effective. He then drew attention to M. Smith’s upcoming program entitled *How FDR Segregated Kalamazoo*, which concerns the policy of residential red-lining in Kalamazoo’s history.

Discussion: Director Wieber stated he was very proud to be associated with all the positive work that has taken place at the library through the efforts of the ARTT. He stated that the ARTT's enthusiasm for the work they undertake is well-received throughout the library system.

Disposition: Trustees thanked C. Hoag, M. Smith, and J. Jackson for their report.

C. Summer Reading Challenge 2018 – Kala Luzia

Report: Director Wieber introduced Kala Luzia, Children's Librarian. K. Luzia began her report by distributing a report measuring this year's statistics against previous years' efforts. She stated the theme of this year's Summer Reading Challenge was *Read Around the World in 90 Days*, which was very well-received, particularly by families who engage in homeschooling. She stated many such families came to the library to share their stories of travel and reading in different countries throughout the world.

She reported 6,149 readers signed up, reading a total of 157,400 days this year. 7,019 prizes were collected out of the 8,034 that were earned, yielding a 90% collection rate. Library staff are continuing to distribute the canvas tote bags awarded to adults and teens after the need to order an additional supply was noted.

In addition to reading at least 20 minutes a day, participants were asked to travel to other countries and continents either through the materials they read, attendance at library programs, or through in-person vacations. If readers visited all seven continents, they were awarded a 'World Traveler' patch, which can be sewn onto a jacket, bag, etc. 215 participants picked up their patch.

She reported KPS very strongly supported the Summer Reading Challenge by inviting KPL staff to visit many schools very early in the summer to sign up as many kids as possible. Additionally, many festivals, daycare centers, and summer camps served as good venues for summer reading signups. Andrea Vernola, Milan Harden, Teresa Malynowsky-Rakowsky, and Steve Siebers were all instrumental in undertaking these visits throughout the summer to make sure that kids could sign up and receive prizes without needing to visit KPL locations.

The library partnered with the Kalamazoo Institute of Arts who hosted a summer program series entitled 'Art Detectives' which they centered around five different continents and visited all five KPL locations to facilitate a family art program for the purposes of the Summer Reading Challenge.

K. Luzia then reported that approximately 400 youth programs were offered throughout the summer and attended by 10,733 KPL patrons. 106 teen programs were offered and attended by 2,293 patrons. Some of the program included Hawaiian dance, Mandarin Chinese language instruction, and the aforementioned Art Detectives programs offered by the KIA. K. Luzia stated her favorite program featured a Romanian viola player who entertained kids with a variety of Eastern European songs.

Overall, participants reported visiting over 39 different countries through travel, reading, or activities.

Discussion: L. Godfrey stated that it will be difficult to top the efforts put forth this year. President VanderRoest agreed and stated he genuinely appreciates all the hard work that goes into summer reading each year.

Disposition: Trustees thanked K. Luzia for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – No meeting.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – L. Godfrey stated the committee met with Ed Knox from Arcadia Capital Management to talk about the status of the library's endowment fund, which is performing well. Furthermore, the committee discussed a number of potential uses for the portion of the endowment funds that can be spent as needed.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Wieber began his report by drawing attention to the Thursday, October 18th event "An Evening with Notables" sponsored by the Library of Michigan Foundation and the Gilmore Foundation. It will be a unique event which will allow visitors to meet and talk with eleven Michigan authors at Central Library. Michael Cockrell, Head of Adult Services, has planned the event and will be hosting it.

He then gave a summary of important dates related to the strategic planning process and drew attention to the list of committee members who will be undertaking the work to prepare for the creation of that plan.

Director Wieber then asked K. King, Head of Branch and Circulation Services, to give an update on the status of the OneCard project. K. King stated that the card production had begun in a test capacity in preparation for a large-volume run. Initially, cards will be given to KPS staff and held at Central Library to prepare for the upcoming first grade visits. After that, each school will be supplied with OneCards one by one until the entire district is set. Additionally, considerable efforts have been made to ensure that all KPL staff have access to the information they need in order to help make the OneCard project a success.

He reported a tremendous level of excitement was felt surrounding OneCard at recent school visits. He stated that he cannot remember a time, perhaps since the early days of Reading Together, in which so many community members had approached him with such enthusiasm about library services.

Discussion: J. Williams, returning to the topic of the ARTT presentation, reminded Trustees that the PLA preconference truly was impressive and engaging. She also shared plans to attend the

ERACCE caucus opportunities at the library. Lastly, she stated that she felt the Teen Moms program is an excellent way to approach that population in a meaningful way.

V. Wright stated she has been pleased to follow all the good news surrounding the Washington Square water remediation efforts. President VanderRoest asked whether it was true that next week would be the time during which the jackhammering was taking place in the basement at that location. T. Sowell, Head of Facilities Management, said that was the case. He also indicated that the branch would remain open, but with modified hours of operation.

Director Wieber then drew attention to the representatives of the Friends of KPL members in attendance at the meeting, including Janice Snell, and Judy Bosshart, Friends of KPL President. President VanderRoest thanked them for coming to the meeting and all the work they undertake to support the library.

Director Wieber then stated the faxing services have been configured at all KPL locations to allow for free faxing for all library patrons. The new capabilities reduce concerns about patron privacy as well by allowing patrons to send faxes on their own without staff assistance.

He then reported that a meeting of the Finance & Budget Committee would take place soon for the purpose of reviewing the annual audit and consider participation in the Downtown Economic Growth Authority.

President VanderRoest stated he is gratified to see such strong participation in the Urban Libraries Council and the services they offer.

Disposition: Trustees thanked Director Wieber for his report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright had no comments.
- C. TenBrink thanked Director Wieber, Executive Assistant, Patrick Jouppi, and Head of Youth Services, Sue Warner for answering several questions she had asked concerning the OneCard project.
- J. Williams had no comments
- R. Brown had no comments.
- K. Randolph had no comments.
- L. Godfrey drew attention to an article that appeared in Encore magazine concerning Cancer Families United, an organization with whom Farrell Howe, Marketing and

Communications Manager, is heavily involved.

- President VanderRoest had no comments.

X. ADJOURNMENT

Hearing no objection, President VanderRoest adjourned the meeting at 5:25 P.M.

X _____
Jannie Williams
Secretary